

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING ENVIRONMENTAL PLANNER**

POSITION TITLE: **DISTRICT COORDINATOR, CENTRAL REGION**

SALARY: **\$6556 - \$7228**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JUNE 13, 2007**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Environmental Analysis (DEA) Division, a CEA III, the Supervising Environmental Planner, District Coordinator for the Central Region (Districts 5, 6, 9, and 10) and assists the Central Region and DEA in implementing all phases of the environmental process affecting statewide delivery of transportation projects. The incumbent provides timely technical advice and assistance to districts dealing with environmental issues related to the delivery of transportation projects. Major emphasis shall be placed on ensuring consistent and uniform application of statewide environmental and storm water management policies, standards, procedures, guidelines and practices. Provides advice and assistance to the Division Chief in establishing and improving statewide policies, standard procedures, guidelines and practices. The incumbent assists in the evaluation of district performance in addressing environmental laws and regulations in the project development process and performs the Division's review of Environmental Impact Statements and other environmental documents/determinations as

applicable. Serves as the primary contact between the Division of Environmental Analysis and Headquarters District Coordinators from the Division of Project Management and the Division of Design to address environmental issues at the project level. The incumbent is the Division's principal contact with the Federal Highway Administration (FHWA) team leaders for Project Development and Environment. Responsibilities include, but are not limited to:

- Provides technical advice and assistance to the Central Region districts. Acts as the liaison between Headquarters' six functional environmental offices and the districts in providing interpretation and clarification of specific instructions, policies, standards and practices related to the specific functional areas.
- Establishes effective working relationships with district management and staff.
- Provides to the district's interpretation and clarification of Headquarters' instructions, policies, standards and practices.
- Advises district management and staff on environmental and storm water issues to expedite transportation project delivery.
- Serves on project development teams and other special district groups as appropriate.
- Assists districts in resolving issues with the FHWA, National Marine Fisheries Services, U.S. Fish and Wildlife Services and additional resource/regulatory agencies regarding environmental and storm water management issues.
- Represents the Environmental Analysis Division by serving on or leading statewide and corporate quality teams.
- Serves as liaison with the FHWA and with additional State and Federal agencies on project-level issues.
- Provides advice and assistance to the Division Chief and Headquarters Management.
- Assists the Division Chief with joint efforts in assuring consistent statewide application of current environmental policies, standards and practices.
- Informs Division Chief of significant issues that arise in the districts and potential areas of improvement in policies, standards, procedure and practices.
- Provides recommendations, briefing and reports to the Division Chief and top management on environmental issues in the project development process.
- Prepares special reports, correspondence and issue papers and briefing reports for the public, legislature, FHWA and management.
- Attends public project meetings as appropriate.
- Maintain information of district activities for the purpose of periodic performance evaluations.
- Coordinates with district reviewers from Project Management, Design, Local Programs, Landscape, Structures and Transportation Planning as appropriate to expedite project decision and involve other Headquarters functional units as needed.
- Maintains effective working relations with FHWA, districts and federal area engineers.
- Maintains familiarity with the National Environmental Policy Act (NEPA), the California Environmental Quality Air Act and attend specialty (e.g. endangered species, section 106) environmental laws and regulations.
- Reviews Environmental Impact Statements and complex Environmental Assessments (under NEPA Assignment) and other documents/determinations as applicable to ensure the documents/determinations are NEPA compliant.
- Participates in dispute resolution process under NEPA assignment.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

Or II

Experience: Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of supervision and personnel management.; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Department's equal employment opportunity program objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors.

Ability to: Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the department's equal employment opportunity objectives; supervise and direct the activities of others; participate as a witness in local hearings.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of and ability to work within the Caltrans project development process.
- Demonstrated knowledge of and ability to interpret and apply environmental laws, regulations and directives at the local, state and federal levels.
- Demonstrated experience developing environmental documents as part of the project development process.
- Demonstrated ability to serve as liaison between Headquarters functional divisions and the Districts in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Demonstrated experience and ability to serve on project development teams or serving on/leading statewide and corporate quality teams.
- Demonstrated interpersonal, supervisory, leadership and management skills, including excellent oral and written communication skills, diplomacy, tact and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment.
- Demonstrated knowledge working in a department environmental program.
- Demonstrated knowledge of and ability to resolve difficult issues using negotiating skills.
- Demonstrated ability to make clear and convincing presentations.
- Demonstrated ability to provide new perspectives and innovative processes.

- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational skills.
- Demonstrated knowledge and ability to use a personal computer equipped with e-mail, work processing, spreadsheets, and the Internet Explorer.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the classification and position title being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **June 13, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Ashleigh Bryce
1727 30th Street, MS-90
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.